October 17, 2018

Sarah C. Mangelsdorf, Ph.D.  
Provost and Vice Chancellor for Academic Affairs

William Karpus, Ph.D.  
Dean of the Graduate School

Sent electronically

Re: Notice of Intent to Plan for MS Program in Applied Biotechnology

Dear Provost Mangelsdorf and Dean Karpus:

On behalf of the School of Medicine and Public Health, I endorse the notice of intent to plan for a new MS Program in Applied Biotechnology. After discussion at the October 17, 2018 meeting of the SMPH Academic Planning Council, APC members unanimously approved the request. The request is attached.

Thank you for your consideration. If you require additional information, please do not hesitate to contact my office.

Sincerely,

Robert N. Golden, M.D.  
Robert Turell Professor in Medical Leadership  
Dean, School of Medicine and Public Health  
Vice Chancellor for Medical Affairs  
University of Wisconsin-Madison

Copies to:  
Richard Moss, School of Medicine and Public Health and MS in Applied Biotechnology Program  
Natalie Betz, MS in Applied Biotechnology Program  
Bryan Husk, MS in Applied Biotechnology Program  
Michele Smith, MS in Applied Biotechnology Program  
Kurt Zimmerman, MS in Applied Biotechnology Program  
Joe Kemnitz, Department of Cell and Regenerative Biology  
James Keck, School of Medicine and Public Health  
Andrea Poehling, School of Medicine and Public Health  
Parmesh Ramanathan, Graduate School  
Josh Morrill, Graduate School  
Emily Reynolds, Graduate School  
Jocelyn Milner, Academic Planning and Institutional Research
Nicole Wiessinger, Academic Planning and Institutional Research
Jeff Russell, Division of Continuing Studies
Marty Gustafson, Division of Continuing Studies

Attachment: Notice of Intent – MS in Applied Biotechnology
I. Pre-Authorization: Notice of Intent

COLLABORATIVE ONLINE
MASTER OF SCIENCE DEGREE
IN
APPLIED BIOTECHNOLOGY

University of Wisconsin-Green Bay  
University of Wisconsin-Madison  
University of Wisconsin-Oshkosh  
University of Wisconsin-Parkside  
University of Wisconsin-Platteville  
University of Wisconsin-Stevens Point  
University of Wisconsin-Stout  
University of Wisconsin-Whitewater

With administrative and financial support from the University of Wisconsin System-Division of Continuing Education, Outreach and E-Learning (CEOEL)

A. Name of proposed degree, institutional setting, mode of delivery, and institutional contact information.

Name of Proposed Degree: Master of Science in Applied Biotechnology
Institutional Setting: Collaborative program across the UW System
Mode of Delivery: Distance Education (100% Online)
Institutional Contact Information: Dr. Jocelyn Milner  
Vice Provost of Academic Affairs, and Director of Academic Planning and Institutional Research  
University of Wisconsin-Madison  
Email: jocelyn.milner@wisc.edu  
Phone: 608-262-5246

B. Program description

The M.S. in Applied Biotechnology responds to the recognized growth of the Biotechnology industry and corresponding increased demand for well-qualified professionals in the field. The program represents a comprehensive, multidisciplinary curriculum that prepares students to advance their careers and pursue their academic ambitions through leadership and management positions within the biotechnology field. The degree represents a fully online, asynchronous curriculum comprised of 31 credits to include six core courses, three concentration or track courses, a Capstone preparation course and a project-based Capstone course. Defined core courses provide students with a solid foundation in biotechnology, leadership, ethics, research, communications, product development, quality control, and regulatory and compliance practices. In addition, the program offers three unique tracks to assist students in tailoring their coursework to meet their career goals: quality assurance and compliance; business management; and research and development. Students will be able to complete more than one program track. UW-Green Bay, UW-Madison, UW-Oshkosh, UW-Parkside, UW-Platteville, UW-Stevens Point, UW-Stout, and UW-Whitewater will offer the program jointly. The required capstone course, which represents the culminating experience in the program, will provide students with the opportunity to apply skills acquired from coursework through a project-based experience in their concentration area.
C. Program Competencies.

Graduates of the M.S in Applied Biotechnology will gain the following core competencies and learning outcomes:

**Competency A – Demonstrate professional and scientific communication appropriate for biotechnology settings**

Upon completion of the program, students will be able to:
- Select the most appropriate modalities, methodologies, tools, and practices to communicate complex ideas effectively across diverse audiences
- Demonstrate effective listening, written, verbal, and nonverbal communication skills
- Construct and deliver effective professional presentations

**Competency B – Demonstrate comprehensive understanding of organizational processes and product development pipelines**

Upon completion of the program, students will be able to:
- Evaluate and describe systems of product research, development, and production
- Analyze the potential for commercialization for innovations within the biotechnology industry
- Critique and integrate changes to an existing product development pipeline
- Compare organizational processes employed by biotech firms

**Competency C - Distinguish among diverse methods and technologies and their applications in biotechnology**

Upon completion of the program, students will be able to:
- Compare and contrast emerging with existing technologies
- Exhibit strong technical knowledge to evaluate and choose appropriate technologies
- Demonstrate the ability to read, interpret and apply scientific literature
- Demonstrate competency in data analyses and statistics

**Competency D – Demonstrate strategic leadership and decision-making skills necessary in biotechnology.**

Upon completion of the program, students will be able to:
- Compare best practices in leadership required for executive action
- Demonstrate the skills and processes that maximize team performance to successfully meet goals both as an effective team member and leader
- Identify and provide evidence-based solutions to problems in compliance, development, personnel, and finance.

**Competency E – Appraise the current regulatory, quality control, and legal frameworks that impact biotechnology**

Upon completion of the program, students will be able to:
- Demonstrate understanding of relevant domestic and global regulatory agencies, laws, policies and guidances
- Assess intellectual property considerations in biotechnology
- Justify the importance of quality and risk management in biotechnology and explain current good practices

**Competency F – Demonstrate professional and ethical behaviors that foster positive and productive interactions in diverse biotechnology settings**

Upon completion of the program, students will be able to:
- Recognize, foster and apply principles of ethical and professional conduct
- Identify professional opportunities and personal success by acquiring knowledge, networking, and other career development strategies
- Understand cultural differences that exist in the global marketplace
D. Anticipated or Existing Resources Required to Deliver the Program

The M.S. in Applied Biotechnology is a collaborative degree program that benefits from the shared academic and administrative resources of all partnering institutions. Faculty and staff from eight academic partners (UW-Green Bay, UW-Madison, UW-Oshkosh, UW-Parkside, UW-Platteville, UW-Stevens Point, UW-Stout, and UW-Whitewater) collectively developed and approved the program curriculum, program competencies, student learning outcomes, and admission requirements. These partner institutions will be responsible for identifying qualified faculty and instructional staff to deliver coursework and assess student learning and conduct program review. Each partner institution will appoint an academic program director who will work with their respective academic units to implement the program. Collaboratively, these directors along with a designated campus continuing education representative or designate and the CEOEL program manager will comprise the program workgroup. This team will meet quarterly and will oversee the ongoing growth, development and performance of the M.S. in Applied Biotechnology degree program. In addition to initial funding and ongoing program management, CEOEL will provide state and national marketing, recruitment, instructional design, web development and management, student success coaching, fiscal management and other administrative supports required for program success.

E. Accreditation

The eight academic partners will be securing authorization to offer this program as a consortial online degree from the Higher Learning Commission.

F. Rationale and Relation to Mission

The online M.S. in Applied Biotechnology degree program contributes directly to the institutional mission of the University of Wisconsin System which clearly defines a commitment to discover and disseminate knowledge, to extend knowledge and its application beyond the boundaries of its institutions. The degree addresses a recognized high-need area as supported by research that included extensive input from employers and industry representatives throughout the state and region. Students will develop advanced knowledge and skills that will enable them to serve an important function and role within the biotechnology workforce. It is a degree targeted at adult and nontraditional students possessing a bachelor’s degree and thus broadens access for alumni and others to advanced study within the UW System. The M.S. in Applied Biotechnology also supports the institutional missions of the eight academic partner institutions by adding a viable offering to their graduate program array.

G. Need for program

The M.S. in Applied Biotechnology represents a need-based program designed to satisfy a recognized workforce gap within the state and broader five-state region. Based on a Feasibility Analysis commissioned by CEOEL and conducted by the University Professional and Continuing Education Association (UPCEA) Center for Research and Marketing Strategy, an industry focus group and interviews with biotechnology professionals, there is a significant need for a master’s in applied biotechnology that prepares working biotechnology professionals to succeed in leadership and management positions within the industry. Key specialization areas identified in the research included business and sales, project management, and quality assurance and compliance. Nationally, biotechnology professionals are projected to experience an annual growth rate of 1.8% over the next 10 years. Forecasted growth rates for all biotech occupations are either equivalent to the national average or higher, ranging from 0.7% to 1.1% annually on the national scale. Additionally, biotech professionals have a low unemployment rate (3.1%), significantly lower than the national average of 4.3% for all occupations. Over the past five years, biotechnology professionals in Wisconsin have experienced an average annual growth rate of 0.8%. This demand is expected to continue to grow throughout 2018 and beyond.
UW-Madison, an academic partner and lead campus in this program, offers the only M.S. in Biotechnology within the UW-System which represents a 32-credit hands-on laboratory curriculum and is delivered evenings and weekends in a face-to-face format. The primary audience for this cohort-based program include working adults, many of whom are employed by local biotechnology companies. Unique features of the proposed collaborative online M.S. in Applied Biotechnology degree program include its fully asynchronous online delivery format, statewide focus consistent with the geographical locations of the eight academic partners, and unique primary target audience to include mid-level managers currently working in diverse regional and national biotechnology and related settings who require more flexibility as provided through a fully online academic program. The audience may also include those with a science background who reside in areas distant from Madison that want to expand their knowledge of the biotechnology industry so they can enter the field and expand their career options.
Memorandum of Understanding

Master of Science in Biotechnology
(Phase 1)

Effective Dates: July 1, 2018 – June 30, 2019

Overview

This Memorandum of Understanding (MOU) pertains to Phase 1 of the planning process in developing a collaborative online Master of Science in Biotechnology (MS-BT). This document represents the first of two (2) MOU’s and is focused on all program planning and development work prior to the formal implementation of the degree in September 2019 (projected). Phase 2 will address the formal implementation and ongoing management of the degree program.

In Phase 1 of the planning process, the academic partners (UW-Green Bay, UW-Madison, UW-Oshkosh, UW-Parkside, UW-Platteville, UW-Stevens Point, UW-Stout, and UW-Whitewater) will work closely with UW-Extension Continuing Education, Outreach and E-Learning (hereafter referred to as UW-Extension) to develop the curriculum; secure all course/degree approvals from their respective campuses, UW System and the Higher Learning Commission (HLC); initiate online course development/ conversion; formalize the administrative processes and procedures required to support the degree and the students; and develop and implement a preliminary program marketing plan, to include program branding, once the degree is approved.

To assist in this effort, each campus will appoint two members of its faculty to work with their counterparts from the other partner institutions to develop the curriculum including courses/course descriptions, syllabi, and associated materials. One of these two faculty will be designated by the campus to serve as the Academic Director. UW-Extension will provide leadership and support to the process.

By committing to Phase 1 of the planning process, it is assumed that campuses support the degree and intend to proceed to the final phase – Phase 2 – the formal offering and ongoing management of the degree. Because this is a new degree, however, the development process is proceeding cautiously, enabling campuses to evaluate their involvement along the way.

Consistent with this approach, the term of this initial agreement is one (1) year, ending June 30, 2019. The final phase of the process – Phase 2 – will begin on July 1, 2019, immediately after the completion of Phase 1. Phase 2 will include the formal launch of the degree to include all required student supports and services. The first set of classes is tentatively scheduled to begin fall semester, 2019. Campuses that commit to Phase 2 will commit to offering classes toward the degree and will receive net revenues generated by the program once the program becomes self-supporting (i.e., program revenues exceed program expenditures). Net revenues will be split equally between all campus partners and UW-Extension.

Details of partner roles and responsibilities have been summarized as follows.

UW-Extension agrees to:

1. Compensate partner campuses through the Continuing Education units for the period defined, and in the amounts and for the uses as stipulated below. Once received by the campus CE office, it is expected that the funds will be used for their intended purpose and that the local approach used in the distribution of these funds will vary by campus.
• $20,000 plus fringe (up to 0.25 FTE) annually will be allocated over the term of this agreement to support salary for the campus-defined Academic Director and other program-related support expenses as deemed necessary and appropriate by each campus. It is expected that the campus outreach/continuing education unit will use these funds to support an Academic Director and no more than one additional staff member to administer the program and support campus involvement. Examples of possible approaches for dividing these funds between two people may include the assignment of co-Academic Directors, an Academic Director and Assistant Director or an Academic Director and CE Program Manager. It is understood that the Academic Director will work year-round (academic year and summer) to lead the continuation of the curriculum development and approval process on campus and oversee the faculty, curriculum and other components of the program. The role of the Academic Director is described in Attachment A.

• Up to $5,000 plus fringe (and 0.125 FTE) will be allocated to support up to one additional faculty member involved in the curriculum development process (summer 2018). It is expected that faculty (academic director and additional faculty) attend and participate in all curriculum planning and development meetings as scheduled for the campus to receive full compensation.

2. Provide leadership and administration to the curriculum development and degree approval process by organizing monthly planning meetings, engaging business and industry leaders, working with UW System Administration, and working with campus staff.

3. Support lodging, meals, and other site costs for all face-to-face meetings/workshops. Transportation costs will be the responsibility of the campuses.

4. Provide online course development support. UW-Extension instructional design and media staff will initiate work on fall 2019 courses following UW Board of Regents approval of the degree and will travel to partner campuses as needed to work with faculty to help them develop their courses. UW-Extension will also hold periodic online course development workshops to inform instructors about emerging technologies and to help them incorporate new technologies into their courses. In addition, UW-Extension will secure copyright for course materials it acquires/produces and, on a limited basis, assist faculty in securing copyright for additional materials as requested.

Campus Partners agree to:

1. Appoint a tenured or tenured-track member(s) of its faculty who is well respected by his/her peers to serve as the Academic Director for the Master of Science in Biotechnology degree program, and to work with the academic directors from partner campuses and UW-Extension to continue the degree development process through the term of this agreement. As part of that process the Academic Director will be the lead supporter of the degree on his/her campus, participate in the curriculum development process and will champion the curriculum approval process. That process will include approval of the curriculum through typical campus channels, the UW System Entitlement to Plan and Authorization to Implement, and Higher Learning Commission approval.

2. Identify up to one additional faculty member to participate as a member of the curriculum planning workgroup who is able to attend all planning meetings. Final compensation will be based on attendance.
3. Identify and formalize agreements with key faculty to develop courses and serve as lead faculty in the formal delivery of the degree.

4. Initiate work to develop and/or formalize all student support services and systems required to effectively and efficiently serve adult students through this program to include, but not limited to, scheduling and offering classes toward the degree; processing student applications; registering students; providing academic, career, and financial aid advising; performing credit audits/evaluations; administering credit for prior learning program (if available); and other administrative and student services as required.

5. Work with UW-Extension staff in the development and implementation of an initial comprehensive marketing plan for the degree program to include national, state, regional and local strategies and approaches.

**It is mutually agreed that:**

1. Academic Directors will meet by phone or in person at least monthly to discuss progress toward the degree and to identify and solve barriers. Coordination/scheduling of meetings will be the responsibility of UW-Extension.

2. The formal launch of the degree is scheduled for fall 2019 to include initial schedule of courses and all required systems and supports for serving adult students.

3. The online courses developed for the program will belong jointly to the campus, the faculty who produce them, and UW-Extension. Faculty and the participating campus may use the materials they produce in their on-campus face-to-face courses. However, they may not use the online version of the courses without the approval of UW-Extension. If a faculty member leaves the institution or chooses not to teach his/her course for any reason, ownership of the online courses will reside with the campus and UW-Extension. If the campus is unable to identify an instructor for one of the online courses, UW-Extension will work with all of the partner campuses to try to find replacement faculty. Approval of replacement faculty will be the purview of the campuses. All faculty will be required to sign a formal *Joint Creation and Ownership Agreement* prior to completion of course development (see Attachment B).

4. Campuses will have the opportunity to withdraw from this agreement at any time over the next year. By withdrawing, the campus surrenders its rights to UW-Extension to the online versions of courses that it may have developed up to that time for this program.

5. UW-Extension agrees to bear the financial risk for this degree in the start-up phase, although it is recognized and expected that campuses will invest significant local in-kind support to the program. It is estimated that this program will become self-supporting within 5 years.
Summary and Signatures
This Memorandum of Understanding pertains to UW-Green Bay, UW-Madison, UW-Oshkosh, UW-Parkside, UW-Platteville, UW-Stevens Point, UW-Stout, UW-Whitewater, and UW-Extension regarding the collaborative online Master of Science in Biotechnology degree program. By signing this MOU, the undersigned agree to proceed with Phase 1 of the degree development process as outlined above.

Approved by:

Aaron Brower, Provost and Vice Chancellor for Academic Affairs, UW-Extension

David Schejbal, Dean, Continuing Education, Outreach and E-Learning, UW-Extension

Greg Davis, Provost and Vice Chancellor for Academic Affairs, UW-Green Bay

Joy Ruzek, Executive Director, Continuing Education and Community Engagement, UW-Green Bay

Sarah Mangelsdorf, Provost and Vice Chancellor for Academic Affairs, UW-Madison

Jeffrey Russell, Vice Provost for Lifelong Learning and Dean of the Division of Continuing Studies, UW-Madison

John Koker, Interim Provost and Vice Chancellor for Academic Affairs, UW-Oshkosh

Susan Adams, Director of Continuing Education, UW-Oshkosh

Robert Ducoffe, Provost and Vice Chancellor for Academic Affairs, UW-Parkside

Emmanuel Otu, Dean, College of Natural and Health Sciences, UW-Parkside

D. Joanne Wilson, Acting Provost and Vice Chancellor for Academic Affairs, UW-Platteville

Michael Gau, Assistant Executive Director, Continuing Education, UW-Platteville

Greg Summers, Provost and Vice Chancellor for Academic Affairs, UW-Stevens Point
Wayne Sorenson, Director of Continuing Education, UW-Stevens Point

Patrick Guilfoile, Provost and Vice Chancellor for Academic and Student Affairs, UW-Stout

Joni Geroux, Director, Professional Education Programs and Services, UW-Stout

Susan L. Elrod, Provost and Executive Vice Chancellor, UW-Whitewater

Seth Meisel, Interim Dean, School of Graduate Studies and Continuing Education, UW-Whitewater
Attachment A

Collaborative Online Master of Science in Biotechnology Degree
Academic Director Job Description

The Academic Director for the Online Master of Science in Biotechnology (MS-BT) degree program is the campus representative to the degree. He/she is the liaison between campus administration, faculty and the degree and works closely and collaboratively with the campus Program Manager assigned to the degree and UW-Extension Division of Continuing Education, Outreach and E-Learning on issues pertaining to the degree.

The Academic Director must be a tenured or tenure-track member of the faculty on campus and have disciplinary expertise in a related field. He/she must be in good standing with senior campus administrators, deans, department heads, and fellow faculty members. He/she should understand faculty governance procedures and be effective in moving curricular and administrative issues through campus channels expeditiously.

This is an annual administrative appointment similar to a shared department chair position. Specific responsibilities include:

- Campus representative to the degree, curriculum oversight, periodic meetings with program faculty and partners
- Oversight and responsibility for ensuring that the campus is adequately staffing courses for the MS-BT program for which it is responsible
- Oversight and monitoring of campus academic supports for program students to include, but not limited to, admissions, registration, financial aid and bursar functions
- Review student admissions decisions for the MS-BT degree as needed
- Provide and/or coordinate and oversee local staff in academic advising
- Review of course evaluations for MS-BT courses, working with instructors who are not performing well, etc.
- Review and approve, as appropriate, credit for prior learning for students requesting credit for the MS-BT degree
- Work with accreditation processes insofar as they pertain to the MS-BT degree as needed
- Review adjunct instructors for the MS-BT degree as needed
- Address students conduct issues in the MS-BT degree
- Develop local articulation agreements to support the growth of the degree program
- Assist with program assessment and UW-System program review
- Other duties as assigned or deemed necessary to support program success
Attachment B

UW-Extension Continuing Education, Outreach and E-Learning
Joint Creation and Ownership Agreement

Online Courses in the Master of Science in Biotechnology degree program

Agreement Summary

The undersigned author (the “Author”) has agreed to develop course content for a course(s) in the online Master of Science in Biotechnology degree program, as further described in Attachment A to this agreement. The content developed will be owned by the Author(s) of such content. The University may use course content as it wishes under a license from the Author to the Board of Regents of the University of Wisconsin System (the “University”), and the Author may also use the course content consistent with the terms of this agreement. The actual online courses that are developed and based on course content will be the exclusive property of the University.

The Agreement

The Author and the University agree that:

1. Rights Granted
   A. Contributions of original course content will be owned by the Author(s) of such content. The Author grants the University a perpetual, royalty-free, non-exclusive license to use course content for educational or research purposes. The online courses and any and all works based upon, derived from, or incorporating the online courses that are developed from this content for the Master of Science in Biotechnology degree are the exclusive property of the University.

2. Completion of Author's Contribution to the Course(s); Other Obligations
   A. The Author agrees to prepare the course content including collateral material such as syllabi, illustrations, charts, graphs, handouts, references lists, and other related items on the schedule and in the form agreed to in Attachment A.
   B. The Author will make a good faith effort to attend all training sessions relating to this online degree program.
   C. The University, in consultation with the Author, will make all decisions concerning course design.
   D. In the performance of work under this agreement, the Author will make a good faith effort to perform all work with a high degree of professionalism and consistent with prevailing academic standards.
   E. The Author agrees that the University may terminate this agreement if the Author fails to meet the obligations herein including those described in the Attachment A, in which case the University will be entitled recover any sums or other resources advanced to the Author in connection with this agreement.
   F. The University agrees that the Author may terminate this agreement if the University fails to meet any of its obligations herein, in which case the Author may keep any compensation already earned under this agreement.

3. Quoted Material
A. The Author and the University will use copyrighted material in compliance with State and Federal laws and Board of Regents’ Policies.

4. Publication of the Work
   A. The online course(s) will be distributed, transmitted or published by the University as soon as circumstances permit, at the University’s expense, in a manner deemed appropriate by the University.

5. Copyright
   A. The University will decide whether to register copyright for the online courses in the University’s name and at its expense.

6. Author’s Warranty
   A. The Author warrants that he or she is the owner of the course content or has cleared the necessary rights in the course content to enter into this agreement and fulfill its obligations. The Author acknowledges that he or she has made a good faith effort to follow applicable laws and the University of Wisconsin System Policy on Copyrightable Instructional Materials Ownership, Use and Control (GAPP27) and that the course content does not infringe any copyright, violate any property rights, or contain any scandalous, libelous, or unlawful matter.
   B. The Author will defend, indemnify and hold harmless the University against all claims, suits, costs, damages, and expenses arising from any scandalous, libelous, or unlawful matter contained or alleged to be contained in the course content or any infringement or violation by the course content of any copyright or property right.

7. Consideration
   In consideration of this agreement, the University may contribute the following resources to the creation of the online courses for the Master of Science in Biotechnology degree program:
   
   a) graphics
   b) instructional design
   c) production assistance
   d) course maintenance and backup
   e) marketing to prospective students
   f) hardware
   g) technical assistance
   h) teaching load credit for the first semester of course
   i) funding

   The specific resources to be provided to the Author under this agreement are detailed in Attachment A.

8. Subsidiary Rights
   A. The Author will seek prior written consent of the University to publish any abridged or other version of the course content, any derivative work, or any content of similar character that might interfere with enrollment in the online courses covered by this Agreement. The University's consent will not unreasonably be withheld. Nothing in this agreement shall prohibit the Author from using the course content or derivative works for non-commercial educational or research purposes.

9. Revisions
A. The Author will update and revise the course content at the University’s request during the term of this agreement. The Author agrees to update the content within one hundred twenty (120) days of receipt of a written request from the Dean of Continuing Education, Outreach and E-Learning or his/her designees. If the Author is unable or unwilling to make any requested revisions, the University may have revisions made by an author approved by the appropriate department.

10. Term and Termination
   A. This agreement will remain in effect until further notice and can be terminated by either party with 120 days’ written notice. Upon termination, the rights granted to the University and Author relating to the course content will remain in effect. The rights to the online courses in the Master of Science in Biotechnology degree will remain the exclusive property of the University.

11. Amendments
   A. The written provisions contained in this agreement are the entire agreement made between the author and the University concerning this course content, and any amendments to this agreement will not be valid unless made in writing and signed by all the parties.

12. Construction, Binding Effect, and Assignment
   A. This agreement will be construed and interpreted according to the laws of the State of Wisconsin and will be binding upon the parties hereto.

In Witness Whereof, the parties have duly executed this agreement as of the date below

_________________________________________  _________________________
Author                                      Date

_________________________________________  _________________________
By Authorized Officer                        Date
The University of Wisconsin Extension

Reviewed and approved by UW System Legal Affairs, June 2016.